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ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

NOTIFICATION

Port Blair, dated the 19th December, 2006.

No. 238/06/F.No. 16-12/2006-PW.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Govt. of India, Ministry of Home Affairs Notification No. 14/3/60-ANL dated 11th April, 1960, and in supersession of this Administration's Notification No. 58/67/F. No. 54.1(1)/66. Estt. dated 6th June, 1967, the Administrator, Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' and 'D' posts of **Gestatner Operator/Gestatner-cum-Digital Printer Operator, Daftari, Peon, Chowkidar, Khalasi and Sweeper/Safaiwala** borne in the Secretariat establishment of Andaman and Nicobar Administration, namely :—

1. SHORT TITLE AND COMMENCEMENT:—

- These rules may be called the Andaman and Nicobar Administration (**Gestatner Operator/Gestatner-cum-Digital Printer Operator, Daftari, Peon, Chowkidar, Khalasi and Sweeper/Safaiwala** in the Secretariat establishment of Andaman and Nicobar Administration) Recruitment Rules, 2006.
- They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:—

The number of posts, the classification and the scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule-I to VI annexed to these rules.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION :—

The method of recruitment, age limit, qualification and other matters relating to the said post shall be as specified in paras 5 to 14 of the schedules aforesaid.

4. DISQUALIFICATION:—

No person,

- who has entered into or contracted a marriage with any person, having a spouse living, or
- who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Administrator, Andaman and Nicobar Administration may, if satisfied, that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. POWER TO RELAX :—

Where the Administrator, Andaman & Nicobar Islands is of opinion that it is necessary or expedient so to do, he may, by order and for the reasons to be recorded in writing, relax any of the provision of these rules with respect to any class or category of persons.

6. SAVINGS :—

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the candidates belongs to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Sd/-
(M.M. Lakhera)
Administrator,
Andaman and Nicobar Islands.

By order and in the name of the Administrator,

Sd/-
(Hari Kishen)
Assistant Secretary (Perl.)

SCHEDULE - I

RECRUITMENT RULES FOR THE POST OF GESTATNER OPERATOR/GESTATNER-CUM-DIGITAL PRINTER OPERATOR IN THE SECRETARIAT ESTABLISHMENT OF ANDAMAN AND NICOBAR ADMINISTRATION

1.	Name of Post	Gestatner Operator/Gestatner-cum-Digital Printer Operator
2.	Number of Post	4 (Four)* (2006) *Subject to variation dependent on workload. (i) Gestatner Operator — 3 Posts (ii) Gestatner-cum-Digital Printer Operator — 1 Post Total — 4 Posts
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 3050-75-3950-80-4590.
5.	Whether selection or non-selection post	Non-selection.
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable.
7.	Age limit for direct recruits	i) 18-33 years for male. ii) 18-38 years for female. (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time). Note : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	Essential : i) Pass in Secondary School Certificate Examination (Xth Std.) or equivalent from a recognized Board/University. ii) One year experience in operating and maintaining Gestatner Machine/Digital Copier Machine.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age and Educational Qualification : No.

10.	Period of probation, if any	Two years for direct recruits.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion failing which by Direct Recruitment.
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion/deputation/absorption to be made	By promotion from Daftaries of Secretariat Establishment in the pay scale of Rs. 2610-3540 with 6 years regular service in the grade.
13.	If a DPC exists, what is its composition	<u>Group ‘D’ DPC (for considering promotion/confirmation) consisting of:</u> 1) Secretary (Perl.), — Chairman A&N Admn. 2) Accounts Officer — Member (Fin. I), A&N Admn. 3) Assistant Secretary — Member (Perl.), A&N Admn. 4) Assistant Secretary — Member (GA), A&N Admn.
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not Applicable.

<u>SCHEDULE - II</u>		
<u>RECRUITMENT RULES FOR THE POST OF DAFTARI IN THE SECRETARIAT ESTABLISHMENT OF ANDAMAN AND NICOBAR ADMINISTRATION</u>		
1.	Name of Post	Daftari
2.	Number of Post	14 (Fourteen)* (2006) *Subject to variation dependent on workload.
3.	Classification	General Central Services Group ‘D’, Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2610-60-3150-65-3540.
5.	Whether selection or non-selection post	Non-selection.
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable.
7.	Age limit for direct recruits	i) 18-33 years for male. ii) 18-38 years for female). (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time). <u>Note :</u> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	<u>Essential :</u> Must have passed 8 th Std. (Middle School Examination) from a recognized School/Institution. <u>Desirable :</u> a) Training in Basic and Refresher Courses in Home Guards and Civil Defence. b) Knowledge of Hindi or English. c) Ability to ride bicycle.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age and Educational Qualification : No.
10.	Period of probation, if any	2 (Two) years for direct recruits.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion failing which by Direct Recruitment.
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	By promotion from Peons of Secretariat Establishment in the pay scale of Rs. 2550-3200 with 2 years regular service in the grade.
13.	If a DPC exists, what is its composition	<u>Group 'D' DPC (for considering promotion/confirmation) consisting of:</u> 1) Secretary (Perl.), A&N — Chairman Admn. 2) Accounts Officer — Member (Fin. I), A&N Admn. 3) Assistant Secretary — Member (Perl.), A&N Admn. 4) Assistant Secretary — Member (GA), A&N Admn.
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not Applicable.

SCHEDULE - III

RECRUITMENT RULES FOR THE POST OF PEON IN THE SECRETARIAT ESTABLISHMENT OF ANDAMAN AND NICOBAR ADMINISTRATION

1.	Name of Post	Peon
2.	Number of Post	47 (Forty Seven)* 2006 *Subject to variation dependent on workload.
3.	Classification	General Central Services (Group 'D'), Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2550-55-2660-3200.
5.	Whether selection or non-selection post	Not Applicable.
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable.
7.	Age limit for direct recruits	i) 18-33 years for male. ii) 18-38 years for female. (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time). <u>Note :</u> The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	<u>Essential :</u> Must have passed 8 th Std. (Middle School Examination) from a recognized School/Institution. <u>Desirable :</u> a) Training in Basic and Refresher Courses in Home Guards and Civil Defence. b) Knowledge of Hindi or English. c) Ability to ride bicycle.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
10.	Period of probation, if any	2 (Two) years for direct recruits.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	i) 75% by Direct Recruitment. ii) 25% by Absorption failing which by Direct Recruitment.
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Absorption: From amongst the Group 'D' employees (Sweeper/Safaiwala, Khalasi, Chowkidar) working in the Secretariat Establishment of the A&N Administration in the scale of pay of Rs. 2550-3200 who have put in a minimum of five years regular service in the grade. They should also possess elementary literacy and give proof of their ability to read either Hindi, English or a regional language (A written test shall be conducted for determining the knowledge of Hindi or English or a Regional language).
13.	If a DPC exists, what is its composition	Group 'D' DPC (for considering confirmation) consisting of: 1) Secretary (Perl.), — Chairman A&N Admn. 2) Accounts Officer — Member (Fin. I), A&N Admn. 3) Assistant Secretary — Member (Perl.), A&N Admn. 4) Assistant Secretary — Member (GA), A&N Admn.
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not Applicable.

SCHEDULE - IV

RECRUITMENT RULES FOR THE POST OF CHOWKIDAR IN THE SECRETARIAT ESTABLISHMENT OF ANDAMAN AND NICOBAR ADMINISTRATION

1.	Name of Post	Chowkidar
2.	Number of Post	2 (Two)* 2006 *Subject to variation dependent on workload.
3.	Classification	General Central Services (Group 'D'), Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2550-55-2660-3200.
5.	Whether selection or non-selection post	Not Applicable.
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable.
7.	Age limit for direct recruits	i) 18-33 years for male. ii) 18-38 years for female. (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government from time to time). Note : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.

8.	Educational and other qualifications required for direct recruits	Essential : V th Std. pass Desirable : a) Training in Basic and Refresher Courses in Home Guards and Civil Defence. b) Knowledge of Hindi or English. c) Ability to ride bicycle.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
10.	Period of probation, if any	2 (Two) years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by Direct Recruitment.
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not Applicable.
13.	If a DPC exists, what is its composition	Group 'D' DPC (for considering confirmation) consisting of: 1) Secretary (Perl.), — Chairman A&N Admn. 2) Accounts Officer — Member (Fin. I), A&N Admn. 3) Assistant Secretary — Member (Perl.), A&N Admn. 4) Assistant Secretary — Member (GA), A&N Admn.
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not Applicable.

SCHEDULE - V

RECRUITMENT RULES FOR THE POST OF KHALASI IN THE SECRETARIAT ESTABLISHMENT OF ANDAMAN AND NICOBAR ADMINISTRATION

1.	Name of Post	Khalasi
2.	Number of Post	3 (Three)* 2006 *Subject to variation dependent on workload.
3.	Classification	General Central Services (Group 'D'), Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2550-55-2660-3200.
5.	Whether selection or non-selection post	Not Applicable.
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable.
7.	Age limit for direct recruits	i) 18-33 years for male. ii) 18-38 years for female. Note : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	Essential : i) V th Std. Pass ii) Good Physique Desirable : Working knowledge in local language.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
10.	Period of probation, if any	2 (Two) years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by Direct Recruitment.
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not Applicable.
13.	If a DPC exists, what is its composition	Group 'D' DPC (for considering confirmation) consisting of: 1) Secretary (Perl.), — Chairman A&N Admn. 2) Accounts Officer — Member (Fin. I), A&N Admn. 3) Assistant Secretary — Member (Perl.), A&N Admn. 4) Assistant Secretary — Member (GA.), A&N Admn.
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not Applicable.

SCHEDULE - VI

RECRUITMENT RULES FOR THE POST OF SWEEPER/SAFAIWALA IN THE SECRETARIAT ESTABLISHMENT OF ANDAMAN AND NICOBAR ADMINISTRATION

1.	Name of Post	Sweeper/Safaiwala
2.	Number of Post	4 (Four)* 2006 *Subject to variation dependent on workload.
3.	Classification	General Central Services (Group 'D'), Non-Gazetted, Non-Ministerial.
4.	Scale of Pay	Rs. 2550-55-2660-3200.
5.	Whether selection or non-selection post	Not Applicable.
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not Applicable.
7.	Age limit for direct recruits	i) 18-33 years for male. ii) 18-38 years for female. Note : The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates. In case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall be the last date up to which Employment Exchange is asked to submit the names.
8.	Educational and other qualifications required for direct recruits	Essential : V th Std. Pass Desirable : Knowledge of Hindi or English.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable.
10.	Period of probation, if any	2 (Two) years.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by Direct Recruitment.

12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Not Applicable.
13.	If a DPC exists, what is its composition	Group 'D' DPC (for considering confirmation) consisting of: 1) Secretary (Perl.), — Chairman A&N Admn. 2) Accounts Officer — Member (Fin. I), A&N Admn. 3) Assistant Secretary — Member (Perl.), A&N Admn. 4) Assistant Secretary — Member (GA), A&N Admn.
14.	Circumstances in which UPSC is to be consulted in making Recruitment	Not Applicable.